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Chief, Operational Services

22 September 1960

Acting Chief, Finance Division

Statement of Accounts

|            |    |          |          |           |         |
|------------|----|----------|----------|-----------|---------|
| DOC        | 13 | REV DATE | 18/03/61 | BY        | 006/99  |
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| JUST       | 22 | NEXT REV | 20/0     | AUTH      | HR 10-2 |

1. Attached are Statement of Accounts showing the detail of advances as of 31 August 1960 to Staff and Contract Agents, who the records of this Office indicate are under the administration of your Division and a trial balance of the accounts for which statements have been prepared. The statements and the trial balance have been stamped "delinquent" where appropriate to indicate those accounts for which accountings and/or refunds have not been rendered by established due dates.

2. It is requested that your office undertake the necessary action to secure accountings and/or refunds in each case wherein the account is delinquent and to advise all agents of the status of their accounts. In this connection your particular attention is directed to the following accounts:



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In regard to these accounts, advances are reflected on which accountings and/or refunds were due prior to 1 July 1960. In these cases, the agents should be advised that unless accountings and/or refunds necessary to clear the delinquency, or justification for failure to account as required by regulations, is received by 1 November 1960, this office will be compelled to initiate action to recover the amount of the unaccounted for advance by withholding of salary or other amounts due.

3. In any case where your office feels that execution of the withholding action indicated above would constitute a security or operational hazard, such actions will be deferred upon receipt of an appropriate request indicating that it is your opinion that payments to the agent should continue, notwithstanding his failure to account in accordance with regulations.

4. Accountings and/or refunds effected just prior to or subsequent to 31 August 1960 should, of course, be taken into consideration in determining your course of action on these accounts.

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- 2 -

Also, if you have any information or data which indicates that the accounts should be adjusted, it will be appreciated if it is made available promptly in order that appropriate action may be taken by this Division.

5. Your cooperation in assuring that proper notification of the status of his account is furnished the agent will be appreciated. If there is any question, or if additional information is needed on this account, it is suggested that you communicate directly with Mr. [REDACTED] Room 2306 Alcott Hall, Extension 2293, the O&L Officer serving your area.

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**Attachments:**

Statement of Accounts  
Trial Balance

**Distribution:**

Orig. and 1 - Addressee  
1 - SO, FD  
1 - Chrono  
1 - File  
1 - FD/Registry

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FD/O&L/1/JCS/JWL/[REDACTED]:wls (2293)

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachments